


**Model Portfolio
Deconstruct &
Reconstruct
User Guide**

Model Portfolio Deconstruct & Reconstruct

This guide will help you when you are using the Zurich Intermediary Platform. It is designed to help you navigate around the Model Portfolio Deconstruct & Reconstruct functionality.

Deconstruct & Reconstruct allows model portfolios to be broken down into the constituent assets and reformed using any assets present in the model portfolio's intended make up. Therefore it enables you to best manage the assets held within the model portfolios that are used within the business. It is possible to deconstruct and reconstruct all model portfolios including OSBR models.

Model portfolios can be deconstructed and reconstructed at client level maximising the opportunities for you to proactively take advantage of opportunities that this functionality brings with it.

The guide can also be accessed by clicking the  icon at the right hand side of the page, this feature is on all screens of the Platform. Once familiar with the system, this guide can be used as a reference document.

Helpful Icons on the Zurich Intermediary Platform



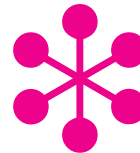
**Helpful
information**



**Enables you
to edit the
information**



**Enables you
to delete the
information**



**Denotes a mandatory
detail. You must
complete mandatory
details to be able to
move forward**

Save & Exit

**Enables you to save
your work and exit the
process. You can
restart the process by
selecting the item in
your 'Work in Progress'**

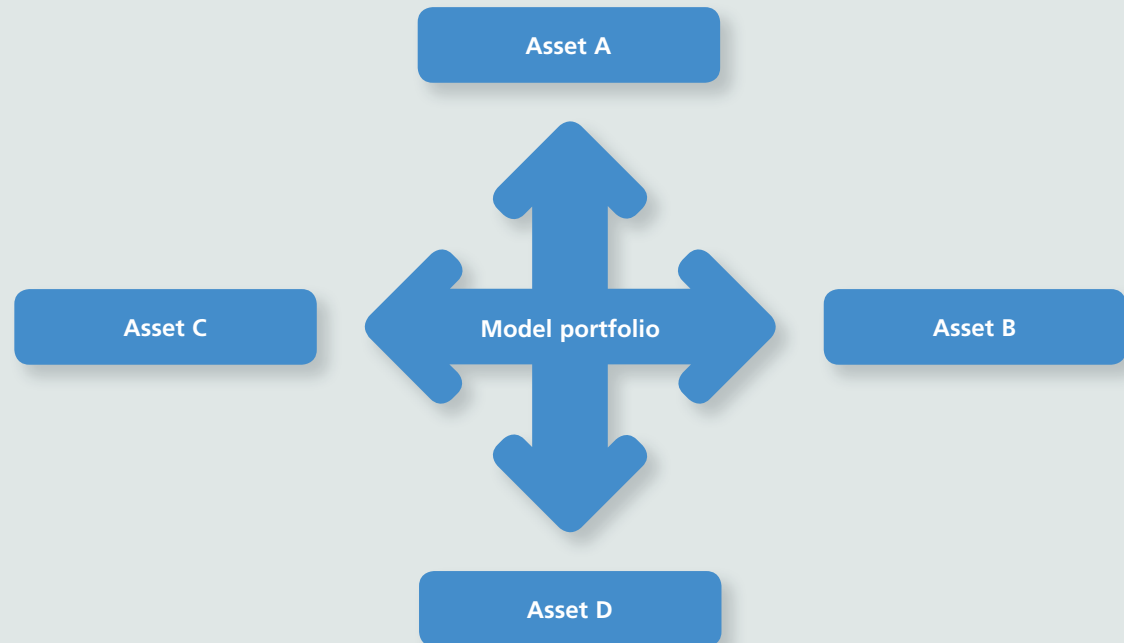


**Expands the
information**

Model Portfolio Deconstruct & Reconstruct

Deconstruct & Reconstruct can add value to your model portfolio investment solution in various ways:

- You may want to manage your clients' Capital Gains Tax (CGT) liability by selling an asset, or multiple assets within a model portfolio in an Investment Account.
- When a fund closes you can remove this fund without having to sell all assets to cash. You can then 'rebuild' the model portfolio. By doing so this:
 - reduces your inconvenience
 - reduces the impact on your client caused by time out of the market
 - helps you manage the CGT liability for assets held within Investment Accounts.
- Improved cash management capability – flexibility to sell all or some of the assets held in a model portfolio to help manage the level of cash held.
- Helps implement investment strategies including selling out of a poorly performing fund(s).
- Following OBSR model portfolio strategies which may remove funds from time to time when they are amended.
- Reduces the level of paperwork generated when selling a) across all b) having to disinvest to cash and then reinvest.
- Reduces the number of transactions recorded on client statements.
- Reduces unnecessary transactions the platform is being asked to carry out when not desired by adviser/client.
- Allows the re-registration of model portfolios to the platform by reregistering the platform assets and reconstructing to the equivalent model portfolio on Zurich Intermediary Platform.



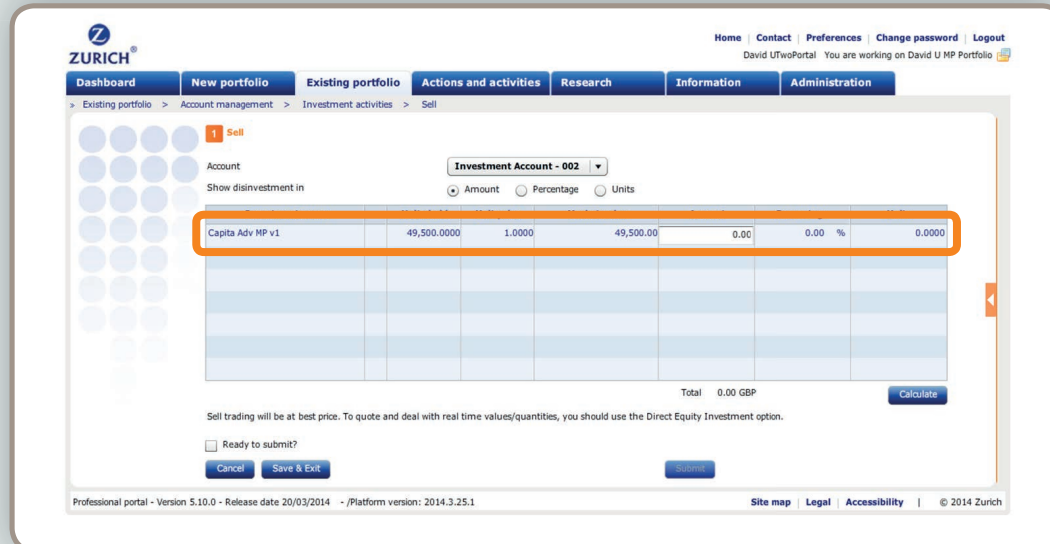
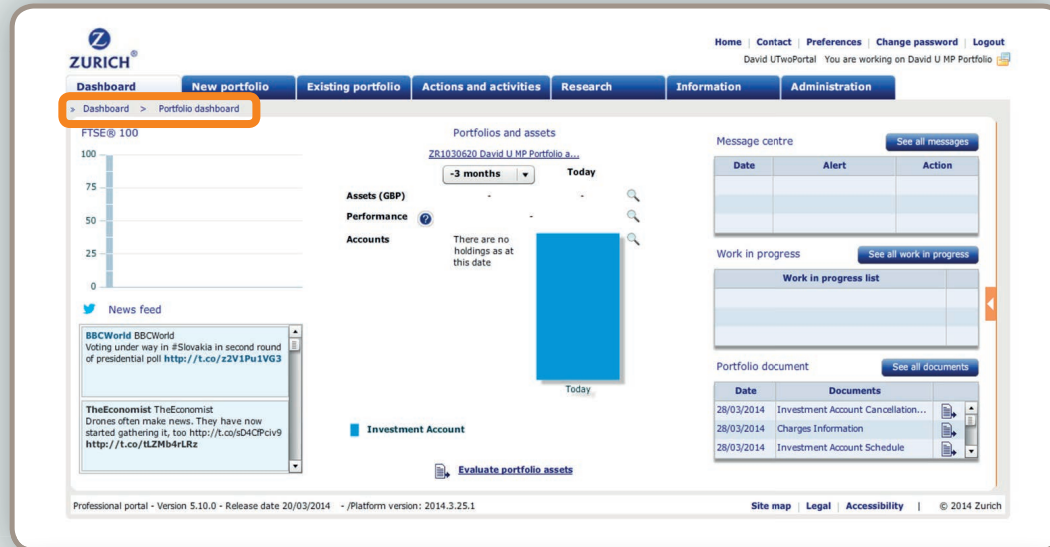
Model Portfolio Deconstruct & Reconstruct (continued)

Portfolio Dashboard

Model Portfolio Deconstruct & Reconstruct is available at client level giving you flexibility and choice over the management of the assets held within individual client portfolios.

When assets are held within a model portfolio they are displayed as 1 asset line for trading purposes irrespective of how many funds/assets are actually held within the model.

Essentially this means that all assets in the model portfolio will be sold proportionately when selling out of the model.



Model Portfolio Deconstruct & Reconstruct (continued)

How to navigate to Deconstruct/Reconstruct

From the portfolio dashboard follow:

**Existing Portfolio>Portfolio management>
Model Portfolios>Deconstruct/Reconstruct**

TIP When deconstructing a model portfolio ALL of the assets held within the model portfolio will be removed from the model portfolio and it will be possible to carry out further activity upon them.

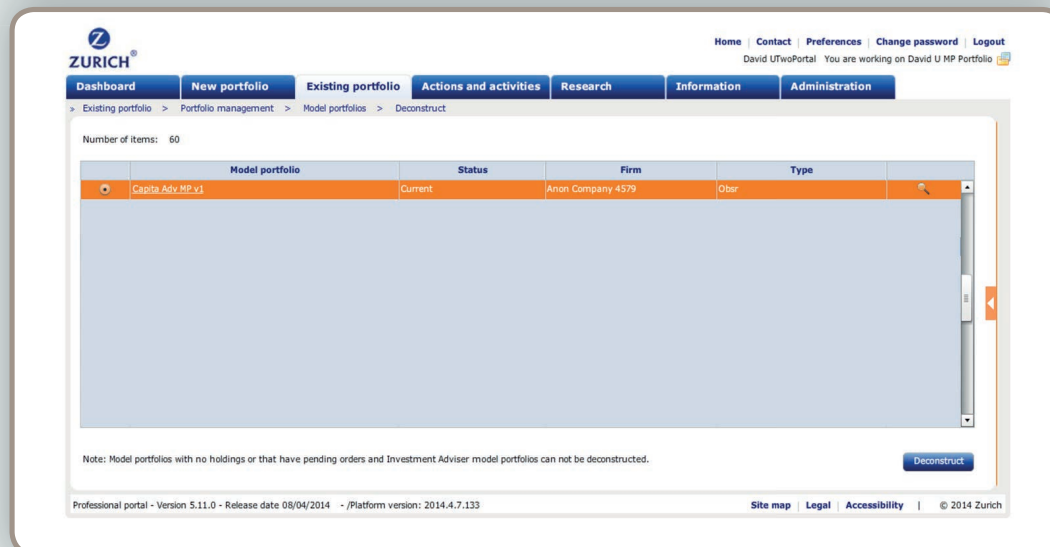
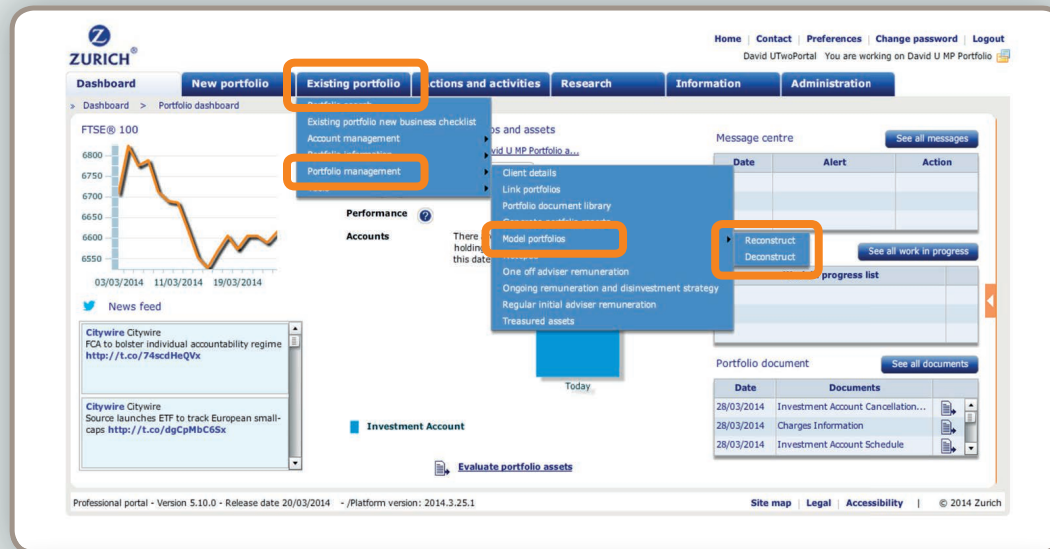
Model portfolios available

Once the instruction to deconstruct the model portfolio has been selected the platform will display a list of model portfolios available within the client's portfolio – these can include OBSR model portfolios and those created at Network or adviser level.

TIP The radio buttons alongside the model portfolio will be greyed out if there are pending orders within the model portfolio.

Click the radio button (if available) and then click **deconstruct**.

TIP A list of all the assets held in the model portfolio can be viewed by clicking on the magnifying glass on the right of the screen.



Model Portfolio Deconstruct & Reconstruct (continued)

Accounts available

The platform will now display a list of the accounts that are currently invested in the selected model portfolio.

TIP Clicking on the triangle to the left of the account will open up the account and show the value and name of the individual assets held.

Place a tick in the box in the **Deconstruct** column.

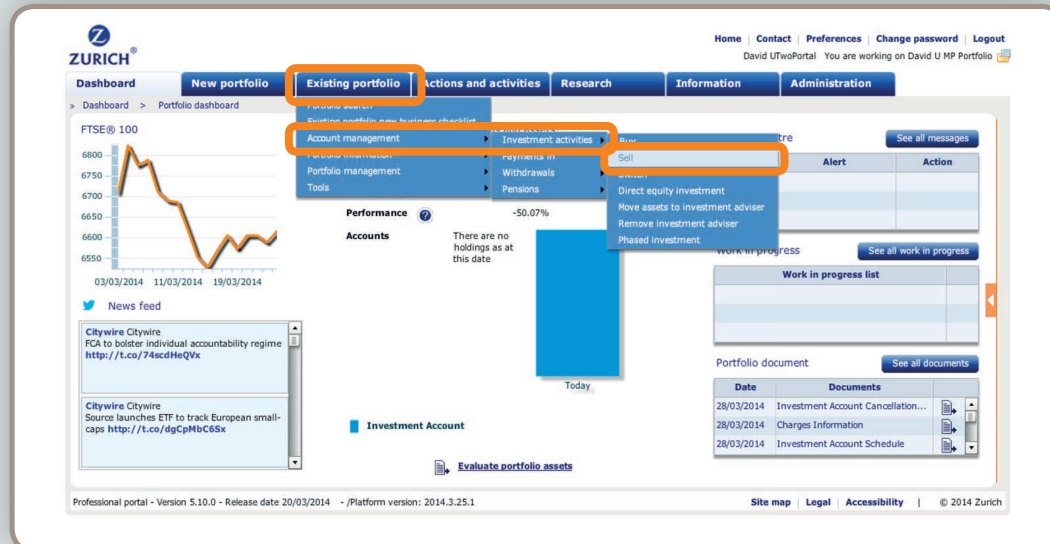
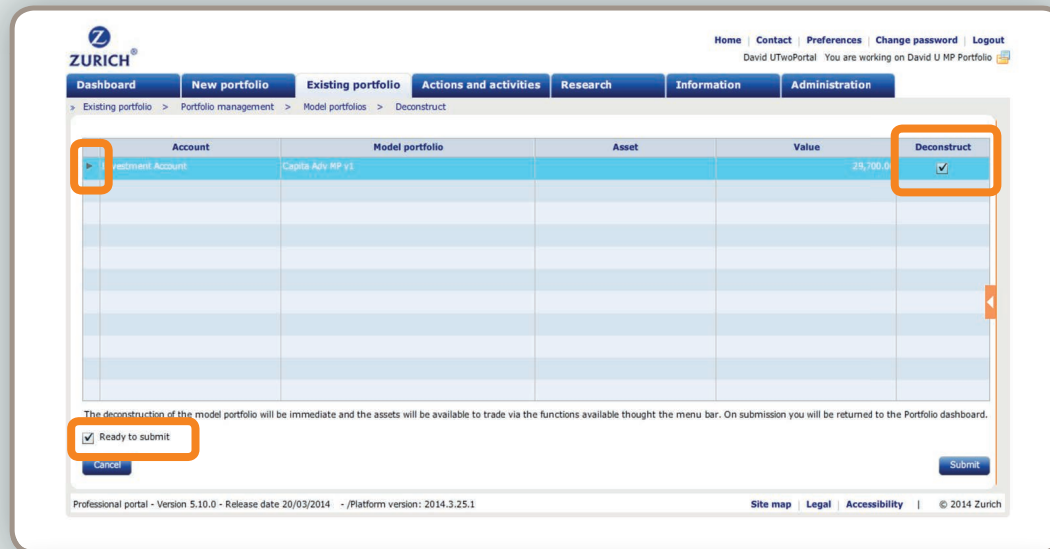
Confirm that you are ready to proceed and press **submit** and the assets held within the model portfolio will be available for trading immediately.

You will be returned to the portfolio dashboard after submission.

Assets are immediately available to trade

Staying within the portfolio dashboard navigate to the trade screens:

**Existing Portfolio>Account management>
Investment activities>Sell/switch/buy**



Model Portfolio Deconstruct & Reconstruct (continued)

Model portfolio selection

From the reconstruct screen you will be asked which model portfolio you wish the assets to be reconstructed to.

Use the model portfolio search to locate the correct model.

Select the required model portfolio from the list displayed by clicking on the radio button and then click **Reconstruct**.

As you can see from this example we are reconstructing to the original model portfolio however it is possible to reconstruct the assets to a completely different model portfolio.

TIP Assets that are not common to the model portfolio will not be able to be reconstructed. They will still be held within the account as a separate asset line.

Model portfolio search

Account: Any
Model portfolio type: Any
Model portfolio status: Any
Model portfolio name:
Reset Save as filter Search

Number of items: 0

Model portfolio	Status	Firm	Type
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Reconstruct

Number of items: 58

Model portfolio	Status	Firm	Type
<input type="radio"/> Balanced - Long Term v4	Historic	Anon Company 4579	Obser
<input type="radio"/> Balanced - Long Term v5	Current	Anon Company 4579	Obser
<input type="radio"/> Balanced - Medium Term v1	Historic	Anon Company 4579	Obser
<input type="radio"/> Balanced - Medium Term v2	Historic	Anon Company 4579	Obser
<input type="radio"/> Balanced - Medium Term v3	Historic	Anon Company 4579	Obser
<input type="radio"/> Balanced - Medium Term v4	Historic	Anon Company 4579	Obser
<input type="radio"/> Balanced - Medium Term v5	Historic	Anon Company 4579	Obser
<input checked="" type="radio"/> Capital Adv MP v1	Current	Anon Company 4579	Obser
<input type="radio"/> Cautious - Long Term v2	Historic	Anon Company 4579	Obser
<input type="radio"/> Cautious - Long Term v3	Historic	Anon Company 4579	Obser
<input type="radio"/> Cautious - Long Term v4	Historic	Anon Company 4579	Obser

New search Reconstruct

Model Portfolio Deconstruct & Reconstruct (continued)

Selecting the accounts

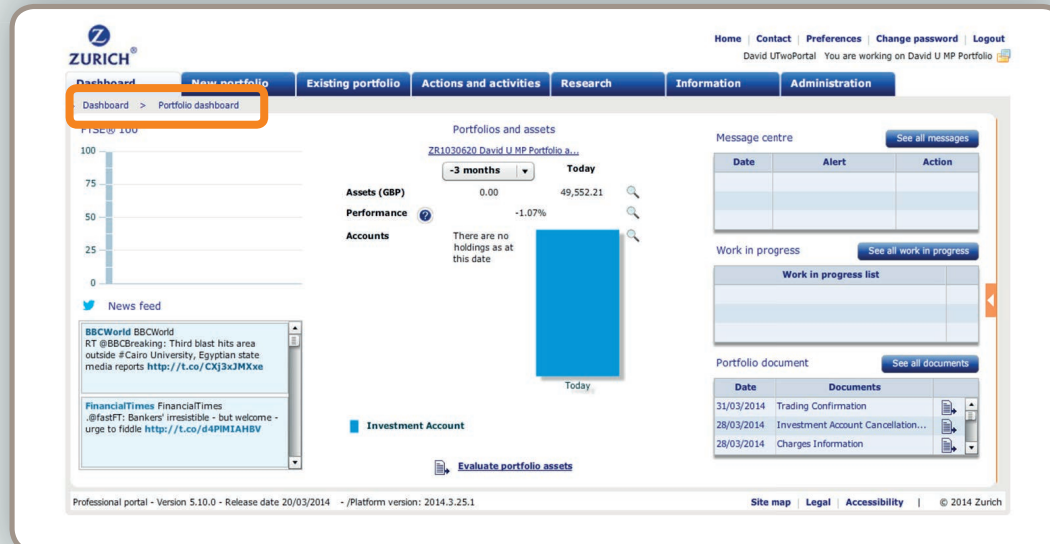
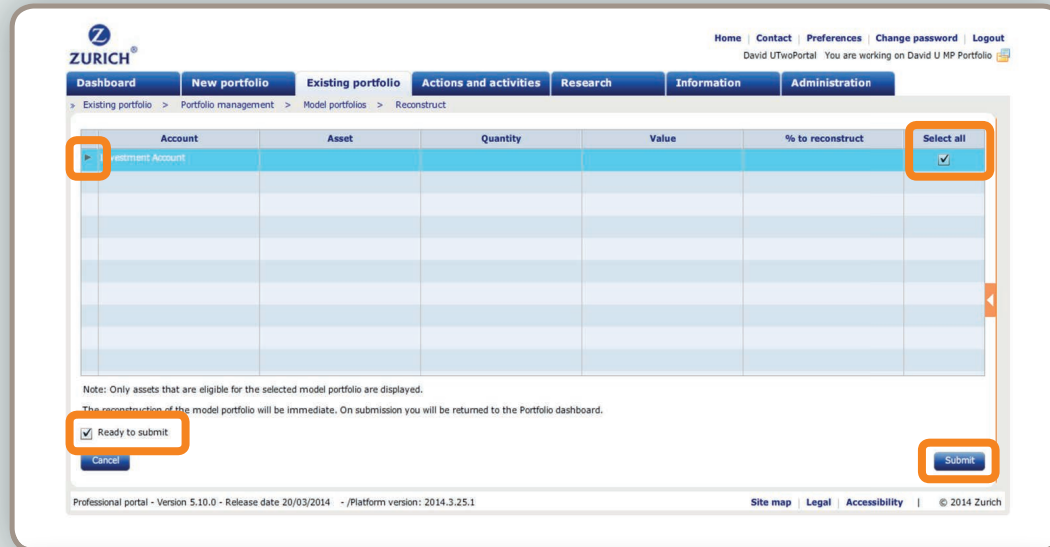
A list of accounts appear that have available assets to be reconstructed into the model portfolio.

TIP By clicking on the triangle to the left of the account a list of individual assets will be displayed that can be selected to be reconstructed to the model or simply click **select all**.

TIP If any of the assets the client holds are not within the asset allocation of the model portfolio, they will not be available to reconstruct.

Then press **submit** after clicking **Ready to submit**.

After the submission is completed you will be returned to the portfolio dashboard.



Zurich Intermediary Platform

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